Business Warehouse Reporting
Personal Services Summary Report – New Positions

- ✓ **Click on Workbooks icon**

- ✓ **Locate the folder titled: Business Warehouse – Folders Only and then locate the Biennial Position Budgeting folder**

- ✓ **Double click on Personal Services Summary – New Positions**

- ✓ **Place cursor in cell "A1" of worksheet**

- ✓ **Click on the refresh icon in the SAP Business Explorer toolbar**

- ✓ **Fill in Fiscal Year**

- ✓ **Fill in Business Area**

- ✓ **Fill in Funds Center**

- ✓ **Fill in Fund (optional)**

- ✓ **Check query selections by clicking on scales**

- ✓ **Click the Execute icon or press F8 to execute the query**

- ✓ **Report will be formatted to print on letter size paper. DO NOT MAKE ANY FORMATTING CHANGES TO THIS REPORT BEFORE YOU SAVE IT TO YOUR AGENCY'S BW FOLDER.**

- ✓ **Click on blue save icon in the BW toolbar**

- ✓ **Click on "Save as a New Workbook"**

- ✓ **Scroll down to your Agency folder**

- ✓ **Click on the 2003-05 folder within your agency folder**

- ✓ **Type the report name in the "Description" box**

- ✓ **Click OK**

Biennial Personal Services Summary - New Positions

Agency Name	AR STATE LIBRARY
Agency Code	0519
Appropriation Name	Library-State Oprs
Appropriation Code	054
Fund Name	St Lib Acct-State
Fund Code	EPA0100

Pay Grade	Job	Position	Designation	M1	M2	Actual 2001-02 Pos.	Budgeted 2002-03 Pos.	Agency Request 2003-04 Pos.	Agency Request 2004-05 Pos.	Recommendations Executive 2003-04 Pos.	Recommendations Executive 2004-05 Pos.	Recommendations Legislative 2003-04 Pos.	Recommendations Legislative 2004-05 Pos.
22	161Z STATE LIBRARY SERVICES COORD	X5190001	C03	12	12	0	0	1	1	0	0	0	0
17	R010 ADMINISTRATIVE ASSISTANT II	X5190002	C04	12	12	0	0	1	1	0	0	0	0
15	A108 ACCOUNTING TECHNICIAN II	X5190003	C06	12	12	0	0	1	1	0	0	0	0
Total No. of Pos.						0	0	3	3	0	0	0	0